Circulation

REVISION HISTORY			
NUMBER	DATE	DESCRIPTION	NAME

Contents

The circulation module is the heart of the OpenBiblio system.

Checking out materials

To check out materials, you must first open a member's account.

Retrieving a member's account.

1. Click on Circulation on the left side of the screen.

2. Enter a portion of the member's last name. If you have member barcodes turned on, you may alternatively scan their barcode.

Tip
Anybody with administrator privileges can turn member barcodes on using Tools → System Settings → Use Member Barcodes.

Checking out an item

1. Type or scan the item barcode into the Check Out field.

2. Any items you have checked out will appear on the screen, provided there are no errors in the patron or copy records.

3. If there are errors (often a mis-scanned barcode), they will appear at the bottom of the screen.

Checking in materials

1. Click on Circulation on the left side of the screen.

2. Click Check In.

3. Type or scan the barcode number.

4. If the book was checked out, it will be added to the shelving cart, which is represented by a list at the bottom of the screen.

What if it is a weird status, does it change to regular?

How do you empty the shelving cart?

What if there is a hold or fines on the item?

Showing a member's circulation history

OpenBiblio stores information about copies that a member has checked out previously. You can access this list after you retrieve a member account.

Retrieving a member's account.

1. Click on Circulation on the left side of the screen.

2. Enter a portion of the member's last name. If you have member barcodes turned on, you may alternatively scan their barcode.

Viewing the history

Click on the History button, near the top of the screen.

Note

Unlike some ILSs, OpenBiblio does not anonymize circulations after a certain period of time has elapsed. Please know that this can be considered a member confidentiality issue in some jurisdictions.

Holds

You can place holds on items so you can check them out at a later time.

Bookings

You can also book certain items